Telecommuting Setup Form
Updated Tuesday, July 16, 2002

Please fill out the following form and return it to your LAN Administrator. This form needs to be filled out, in addition to the form in the DHS Telecommuting Policy

Full Name (Please Print):_____

Agency:_____ **Work Phone Number:**_____

Computer is: Personal_____ State Owned_____

Make & Model of Computer:_____
(i.e. Micron XPE, Gateway Solo 9300, Gateway GP6-450, etc.)

Operating System Currently Installed:

____Windows 95   ____Windows 98   ____Windows ME

____Windows NT 4.0   ____Windows 2000   ____Windows XP

Applications Needed: (Please check those that you will need installed.)

____Access 97	____Access 2000	____Acrobat Reader
____Excel 97	____Excel 2000	____Finet
____GroupWise	____HR Stream	____Internet Explorer
____LAN Workplace Pro	____Netscape	____Novell Client
____PowerPoint 97	____PowerPoint 2000	____SAFE
____Word 97	____Word 2000	

NOTE: Your agency will need to purchase a valid license for all Microsoft Products checked, before they will be loaded on your computer. Non-supported applications, games, utilities, etc. will NOT be installed.

Remote Services Needed:

____Citrix   ____Terminal Server   ____Dial-Up To Internet

Special Instructions:_____

_____

_____

_____

_____ _____   _____

User's Signature   **Date**

_____ _____   _____

Supervisors Signature   **Date**